

Survey of State Criminal History Information Systems, 2018

Since 1989, the *Survey of State Criminal History Information Systems* has been used to collect the nation's most complete, comprehensive and relevant data on the number and status of state-maintained criminal history records and on the increasing number of operations and services involving noncriminal justice background checks provided by the state repositories. This data collection is supported by Cooperative Agreement No. 2015-RU-BX-K001 awarded by the Bureau of Justice Statistics, Office of Justice Programs, U.S. Department of Justice. <u>Please note</u>: Completion of the survey is voluntary; however, doing so is a special condition placed on all National Criminal History Improvement Program (NCHIP) and NICS Act Record Improvement Program (NARIP) awards.

If you use the online survey tool, accessible at http://www.search.org/surveys/repository/, to enter 2018 data, you can view previously submitted 2016 data for comparison purposes. Where applicable, your state's 2016 responses are displayed in color within each section of the online survey. It is hoped that this information will help you complete the survey more accurately and efficiently. The cover letter provides the password to gain access to your state's online survey. Direct your questions or comments to SEARCH staff Dennis DeBacco at 775-412-1950 or dennis@search.org.

If it is more convenient, you may request a PDF copy of the survey, complete it manually, and fax (916-392-8440) or e-mail it to the attention of Dennis DeBacco at dennis@search.org. **The deadline for survey submission is [date].**

The survey is divided into five sections. You may submit each section independently and not necessarily in the order presented. This is done so that different people on your repository's staff may submit the data for which they are responsible. **Repository directors are responsible to see that the survey is submitted in its entirety**. Please note the following:

- 1. All reported data should be for calendar year 2018, or as of December 31, 2018.
- 2. The term "felony" includes any crime classified as a felony under your state's laws. These offenses are generally punishable by a term of incarceration in excess of one year. If your state's laws do not use the term "felony," please substitute functional equivalents, such as class 1, 2, 3 and 4 offenses in New Jersey and class A, B and C offenses in Maine.
- 3. Questions that seek responses based on a "legal requirement" refer *only* to a *state statute* or a *state administrative* regulation having the force of law.
- 4. If additional space is needed, please use the "Additional Comments" area at the end of each section.
- 5. Please use the "Additional Comments" area at the end of each section to provide explanatory notes for responses that require explanation or when "no data is available," and to describe significant changes between the current response and data reported in the 2016 survey.
- 6. If a question is not applicable to your repository, please note the question number and indicate "NA" in the "Additional Comments" area at the end of each section.

Burden Statement

Under the Paperwork Reduction Act, we cannot ask you to respond to a collection of information unless it displays a currently valid OMB control number. The survey will be sent to criminal history repositories in 56 jurisdictions, including the 50 States, the District of Columbia, American Samoa, Guam, the Northern Mariana Islands, Puerto Rico and the U.S. Virgin Islands. The average time required for each agency to complete the survey is estimated at 6.75 hours. Send comments regarding this burden estimate or any aspect of this survey, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, 810 Seventh Street, NW, Washington DC 20531. Do not send your completed form to this address.

SECTION I: REPOSITORY

	This	section comple	eted by	
]	Name	Title _		
	Agency			
	Phone	Email		
	Date completed			
The j	following questions relate to descrip master name index databases:			
1	. How many subjects (individual of December 31, 2018?	criminal offende	ers) were in your	criminal history file as
	(a) Automated records			ojects whose records
	(b) Manual records			y automated)
	(c) Total records		_ (a+b)	
2	2. Fingerprints processed in 2018:			
	<u>Purpose</u>	Number	Percentage of 2018 volume	<u>Totals</u>
	(a) Criminal (retained)		%	
	(b) Criminal (not retained)		%	(a+b)
	(c) Noncriminal (retained)		%	
	(d) Noncriminal (not retained)		%	(c+d)
	(e) What was the <u>total number</u> o background checks conducte			(a+b+c+d)
3	(a) Do you have felony conviction database include a data field given record subject has a felony	or flag enabling	g you to quickly	<u> </u>
	☐ Yes, all subjects with	felony convict	ions	
	☐ Yes, some subjects w	vith felony conv	ictions	

		your state's criminal history record employ flagging to indicate <i>k all that apply.</i>)	the following?
		Sex offender registrant	
		Violent offender	
		Misdemeanor domestic violence conviction that would exclud purchasing a firearm	e someone from
		Active protection order on file with state justice information sy NCIC	ystem and/or
		Active warrant on file with state justice information system an	d/or NCIC
		Mental health adjudication	
		DNA available	
		IFFS, indicating ineligible for firearms purchase under federal	law
		IFFS, indicating ineligible for firearms purchase under state la	W
		Other (describe)	
v	(a) As of finger	December 31, 2018, did your repository conduct "lights out" proprints (an identification decision is made without fingerprint tecention)? <i>If no, skip to question 5</i> .	ocessing of
		Yes	
		percentage of fingerprints was ed with "lights out" processing?	%
		percentage of <u>criminal</u> fingerprints andled with "lights out" processing?	%
		percentage of noncriminal applicant prints was handled with "lights out" processing?	%
5.	•	your state maintain a protection order file? <i>If no, skip to question</i> Yes	n 6.
		h agency(s) enter protection orders onto the state file? k all that apply.)	
		Law enforcement	
		Courts	
		Other (describe)	
		many active records were in the state protection order record data	abase as of
		TECOTOS	

		18, what was the average time elapsed between the <u>issuance</u> of a protection and <u>entry</u> of the information into the state protection order file?
		1 day or less
		J 2–7 days
		1 8–30 days
		More than 30 days
	_	protection orders entered onto the FBI-NCIC Protection Order File? <i>If no, skip to ion 6.</i>
		I Yes □ No
		ch agency(s) enter protection order information to the FBI-NCIC Protection r File? (Check all that apply.)
		Law enforcement
		1 Courts
		Other (describe)
		18, what was the average time elapsed between the <u>issuance</u> of a protection and <u>entry</u> of the information into the FBI-NCIC Protection Order File?
		1 day or less
		1 2–7 days
		1 8–30 days
		More than 30 days
6.	(a) Does	your state maintain a warrant file? If no, skip to question 7.
		J Yes □ No
	(b) Whice	th agency(s) enter warrants onto the state file? (Check all that apply.)
		Law enforcement
		1 Courts
		Other (describe)
		18, what was the average time elapsed between the <u>issuance</u> of a warrant and of the information into the state warrant file?
		1 day or less
		1 2–7 days
		1 8–30 days
		More than 30 days

(d) How many records were in the state warrant database as of December 31, 2018?

	records
	(e) Of this total, indicate the number of:
	Felony warrants
	Misdemeanor warrants
	Other (explain)
	(f) Which agency(s) enter warrant information to the FBI-NCIC Wanted Person File? (Check all that apply.)
	☐ Law enforcement
	☐ Courts
	☐ Other (describe)
	(g) In 2018, what was the average time elapsed between the <u>issuance</u> of a warrant and <u>entry</u> of the information into the FBI-NCIC Wanted Person file?
	☐ 1 day or less
	□ 2–7 days
	□ 8–30 days
	☐ More than 30 days
7.	In addition to criminal history information, to what other records does your state's repository provide access? (<i>Check all that apply.</i>)
	☐ Sex offender registry
	☐ Orders of protection
	☐ Wanted persons/warrants
	☐ Retained applicant prints
	☐ Firearm registration
	☐ Domestic violence incident reports
	☐ Other (specify)
8.	(a) When were each of the following systems last replaced or significantly upgraded?
	☐ Computerized Criminal History (CCH)
	☐ Automated Fingerprint Identification System (AFIS)
	☐ Message Switch
	(b) Does your state have plans to replace any of the following due to systems that are at or nearing the end of their lifecycle? (Check all that apply and indicate project status.)
	☐ Computerized Criminal History (CCH)
	If applicable, what is the status of your CCH replacement project? O Planning

 Reviewing bids/proposals
 Implementation and testing
☐ Automated Fingerprint Identification System (AFIS)
If applicable, what is the status of your AFIS replacement project?
o Planning
 Reviewing bids/proposals
 Implementation and testing
☐ Message Switch
If applicable, what is the status of your message switch replacement project
 Planning
 Reviewing bids/proposals
 Implementation and testing
9. What is the operations budget for your criminal history repository for the current fiscal year?
10. When does your current fiscal year end?
11. How many <u>employees</u> does your state criminal history repository employ?
<u>full-time</u> employees
<u>part-time</u> employees
12. How many <u>contractual staff</u> does your criminal history repository employ?
<u>full-time</u> contractors
<u>part-time</u> contractors
13. If your repository employs contractors, what type of work do they perform? (<i>Check all that apply.</i>)
☐ Data entry
☐ Document scanning
☐ Help desk support
☐ Information technology support
☐ Software development
☐ Researching dispositions
☐ Other (<i>briefly describe</i>)
14. (a) Does your repository conduct routine <u>internal</u> data quality audits? <i>If no, skip to question 15.</i>
☐ Yes ☐ No

	(b) Ho	ow fi	requently?
			More than once per year
			Annually
			Every 2 years
			Every 3 years
			Other (briefly describe)
15.	ag be the	encien si en si e rep	your repository conduct routine <u>external</u> data quality audits of contributing es? (E.g., inspecting samples of records maintained to determine if they have abmitted to the repository and/or checking to see if the information housed by ository matches that maintained by contributing agencies.) <i>If no, skip to on 16</i> . Yes
		_	
	(b) Ho	ow fi	requently?
			More than once per year
			Annually
			Every 2 years
			Every 3 years
			Other (briefly describe)
16.			state have a law or administrative rule that specifies retention periods for the (Check all that apply and provide information where applicable.)
			Felony arrest records
			o Retention period
			o Citation URL
			Misdemeanor arrest records
			o Retention period
			o Citation URL
			Felony court disposition records
			o Retention period
			o Citation URL
			Misdemeanor court disposition records
			o Retention period
			o Citation URL

SECTION II: ARREST/FINGERPRINT REPORTING AND ENTRY

	This section completed by
N	ame Title
A	gency
	none Email
D	ate completed
	How many felony arrests were reported to your repository during calendar year 2018? arrests
2.	How many arrest fingerprints were submitted to your repository during 2018? ($a+b+c=d$)
	(a) via livescan
	(b) via cardscan
	(c) hard copy fingerprints
	(d) = total arrest fingerprints
3.	(a) As of December 31, 2018, was there a backlog of arrest fingerprint cards to be entered into the AFIS database (i.e., not entered within 48 hours of receipt at repository)? <i>If no, skip to question 4</i> .
	☐ Yes ☐ No
	(b) How many arrest fingerprint cards were backlogged?
	☐ Size of arrest fingerprint card backlog as of December 31, 2018, is not available
	(c) What is the age of the backlogged arrest information?
	☐ 1 month or less
	□ 2–6 months
	□ 7–12 months
	☐ More than 1 year
4.	For the year ending on December 31, 2018, what percentage of arrest fingerprint records received by the repository were rejected for poor quality?

	(a) Are agencies in <u>identification</u> p	your state using mobile technology to transmit fingerprints for urposes?
	☐ Yes	□ No
	(b) Are agencies in booking purpos	your state using mobile technology to transmit fingerprints for es?
	☐ Yes	□ No
	(c) Do you have pl biometric inform	ans to implement mobile technology that captures non-fingerprint mation?
	☐ Yes	□ No
search captur databe includ	n local, state and fed red using mobile or t ases for additional in le criminal history re	apid ID technology, which enables authorized users to instantly eral AFIS databases to confirm the identity of a person via fingerprints ethered fingerprint devices, and to query various criminal justice formation about the individual. Rapid ID searches, for example, can cord information, outstanding warrants, sex offender status, probation tus, caution indicators, and mugshots.
	(d) Does your state	employ Rapid ID? If no, skip to question 6.
	☐ Yes	□ No
		Number of searches conducted in 2018
		Number of hits in 2018
6.	Law enforcement a	gency submissions
	via <u>livescan</u> (in receive livescar equipment, suc	enforcement agencies that submit arrest prints cluding agencies without livescan devices that a services from agencies that do have that as a sheriff that provides booking services al police departments)
	(b) Number of ager	ncies that submit arrest fingerprints via cardscan
	(c) Number of ager	ncies that submit hard copy arrest fingerprint cards
	(d) Percentage of a	rrest prints submitted via livescan during 2018 %
7.	without fingerprint	rement agencies in your state routinely cite and release individuals ing? This includes issuance of a notice to appear when a person is ne, but is not fingerprinted prior to a court appearance.
	☐ Yes, on	y for violations
	☐ Yes, for	both violations and misdemeanors

5. Mobile technology

		Yes, for all criminal offenses, including felonies	
		No (skip to question 9)	
8.	8. If local law enforcement agencies in your state routinely cite and release individuals withou fingerprinting, is there a law or policy requiring the courts to order persons who have not been fingerprinted to do so prior to or after an initial court hearing?		
		Yes, by law (check all that apply) o only for violations	
		o for both violations and misdemeanors	
		o for all criminal offenses, including felonies	
		Yes, by policy or administrative rule (check all that apply) o only for violations	
		o for both violations and misdemeanors	
		o for all criminal offenses, including felonies	
		No	
9.	Does your s	state have a statewide criminal citation file? (Note: this does not include traffices.)	
		Yes	
		o Number of criminal citations contained in file as of December 31, 2018	
		 Number of citation records added to file during 2018 	
		No	

SECTION III: DISPOSITIONS

	This section	on completed by	
N	ame	Title	
A	gency		
P	hone	Email	
Б	ate completed	_	
record as the crimin proce	billowing questions seek to determine to very determine questions seek to determine to very determine question formal case disposition formal or informal conclusion of an arroyal justice process. (E.g., release by policed by prosecutor; or final trial court disposition information") on the crimin moves through the justice system? (E.	est or charge at what ce after arrest with position.) g information (some nal history record some nal	inal case disposition" is defined atever stage it occurs in the out charging; decline to etimes referred to as "interim howing the status of a case as it
	are different than arrest charges, etc.) ☐ Yes ☐ No		
2.	(a) How many final case dispositions did your repository receive during	2018?	dispositions
	(b) Of those, how many were sent to the	he FBI?	dispositions
	Of the dispositions forwarded to the F.	BI:	
	(c) What percentage was sent by Macl Data (MRD), such as tape/CD/DV		%
	(d) What percentage was sent via hard	copy/paper?	%
	(e) What percentage was sent by Inter- Identification Index (III) message l		%
	(f) What percentage was sent via a sec	cure web portal?	%

Note: When calculating the percentage of arrests with final dispositions recorded, some states consider an arrest to have a disposition if **any** final disposition can be associated with an arrest cycle. This is commonly referred to as "cycle matching." Other states do not consider an arrest to have a final disposition until **all** arrest charges are linked to a final disposition. This is commonly

referred to as "charge matching."

3.	Does your state perform cycle or charge matching to calculate the percentage of arrests in the criminal history database with final dispositions?			
	☐ Cycle matching			
	☐ Charge matching			
4.	What percentage of all arrests in the criminal history database have <u>final case dispositions</u> recorded?			
	(a) Arrests entered within past 5 years %			
	(b) Arrests in the entire database %			
	(c) Felony charges %			
5.	(a) Of the dispositions received at the repository during 2018, what percentage could not be linked to a specific arrest record, either because of failed matching criteria or the arrest had not been reported to the repository?			
	(b) When a disposition cannot be matched to an arrest, the following action(s) is taken: (Check all that apply.)			
	☐ Placed in a suspense file (no further action)			
	☐ Placed in a suspense file for further investigation			
	☐ Disposition information is rejected			
	☐ Follow-up actions are taken by repository staff			
	☐ Court is contacted			
	☐ Court-provided charge(s) and corresponding disposition is posted to the beginning or end of record			
	Other			
	(c) Is a vendor used to assist your state's repository in identifying or locating missing dispositions?			
	□ Yes □ No			
6.	(a) As of December 31, 2018, was any court disposition data reported directly to the repository by automated means? (Note: "automated" refers to a method by which data is transmitted by the court to the repository where it is matched against criminal history records and entered on the criminal history record, usually without manual intervention. This does not include dispositions received via fax or email, which require manual activity for criminal history record matching and data entry.)			
	\square Yes \square No (skip to question 6d)			
	(b) How many court disposition records were:			

		Received via automated means through a centralized (statewide) court case management system
		Received via the local courts' case management systems
		percentage of dispositions was reported in 2018 by automated means?
	(d) How a that ap	are records matched between the court system and the repository? (Check all opply.)
		Process Control Number (PCN) or Transaction Control Number (TCN) assigned when fingerprints were taken at time of arrest/booking
		PCN or TCN assigned subsequent to arrest/booking
		State Identification Number
		Arrest Number
		Name
		Date of birth
		Charges
		Other (please explain)
7.		what was the average time elapsed between the <u>occurrence</u> of final felony court sitions and <u>receipt</u> of information concerning such dispositions by the ?
		1 day or less
		2–7 days
		8–90 days
		91–180 days
		181–365 days
		More than 1 year
8.	disposition	what was the average time elapsed between <u>receipt</u> of final felony court in information by the repository and <u>entry</u> of that information into the criminal cord database?
		1 day or less
		2–7 days
		8–30 days
		31–90 days
		91–180 days
		181–365 days
		More than 1 year

9. (a) As of December 31, 2018, was your state using any livescan devices in courtrooms/courthouses to link positive identifications with dispositions? *If no, skip*

	to que	stion 10.	
		Yes	□ No
(b)	How r	nany live	scan devices are in courtrooms/courthouses?
			Devices
10. (a)	into the reposit	e crimina tory, incl	r 31, 2018, was there a backlog of court disposition data to be entered all history record database (i.e., not entered within 48 hours of receipt a adding dispositions that could not be matched to a criminal history 8 hours of receipt at the repository)? <i>If no, skip to question 11</i> .
		Yes	□ No
(b)	How r	nany <u>unp</u>	rocessed or partially processed court case dispositions did you have?
11. (a)	procee	ed) from l	tory receive any final case disposition information (e.g., decline to ocal prosecutors? <i>If no, skip to question 11c.</i>
		Yes	□ No
(b)	This is	nformatio	n is: (Check all that apply.)
			d via automated means through a centralized (statewide) prosecutors' nagement system
		Receive	d via the local prosecutors' case management system
		Paper-ba	ased
		A mix o	f automated and paper-based
(c)	How a apply.		s matched between prosecutors and the repository? (Check all that
			Control Number (PCN) or Transaction Control Number (TCN) I when fingerprints were taken at time of arrest/booking
		PCN or	TCN assigned subsequent to arrest/booking
		State Ide	entification Number
		Arrest N	lumber
		Name	
		Date of	birth
		Charges	
		Other (p	lease explain)
12. Do	es your	r state pos	et indictment information to the criminal history record?
		Yes	□ No

SECTION IV: NONCRIMINAL BACKGROUND CHECKS

This section	completed by		
Name	Title		
Agency			
Phone	Email		
Date completed			
BACKGROUND CHECKS			
(a) Does your state charge a fee to cond database for noncriminal justice purpose.			ory record
☐ Yes ☐ No	•		
(b) How are fees allocated?			
☐ All fees go to the state general funded by general fund allotm		ository	
☐ A percentage of fees go to sup		operations	%
☐ All fees go to support reposito		- F	
Other	• •		
D Other			
2. Please indicate which of the following b pursuant to law. (<i>Check all that apply.</i>)	ackground chec	cks are performe	d by your state
	National check	State check only	¬
Daycare providers			┥
Caregivers–residential facilities			7
School teachers			7
Non-teaching school personnel (including volunteers)			7
Volunteers working with children			7
Prospective foster care parents			7
Prospective adoptive parents			7
Relative caregivers			7
Nurses/Elder caregivers			7
Legal guardians			7
Hazardous materials licensees			7
Medical marijuana (dispensers, caregivers)			7

FINGERPRINT-BASED SEARCHES

3.	(a) Has your state privatized the taking of fingerprints for noncriminal <i>If no, skip to question 4.</i>	justice purposes?
	☐ Yes ☐ No	
	(b) Is this service provided by?	
	☐ A single vendor ☐ Multiple vendors	
	(c) Does the vendor(s) assess a fee above what the state charges to perf background check?	form the
	☐ Yes, Fee \$ ☐ No	
	(d) Does the vendor provide any additional services besides the fingerp (E.g., evaluating responses for the requestor, sending responses bac etc.)	-
4.	(a) Total <u>number</u> of noncriminal justice fingerprints submitted to the repository via <u>livescan</u> during 2018	
	(b) Total <u>number</u> of noncriminal justice fingerprints submitted to the repository via <u>cardscan</u> during 2018	
	(c) <u>Percentage</u> of noncriminal justice fingerprints submitted via <u>livescan</u> during 2018	%
	(d) <u>Percentage</u> of noncriminal justice fingerprints submitted via <u>cardscan</u> during 2018	%
	(e) Total number of livescan devices available for noncriminal justice purposes only	
	(f) Total number of cardscan devices available for noncriminal justice purposes only	
	(g) Total number of livescan devices used for both criminal and noncriminal justice purposes	
	(h) Total number of cardscan devices used for both criminal and noncriminal justice purposes	
5.	What information is contained in the results for fingerprint-based nonce background checks? (Check all that apply.)	iminal justice
	☐ Full record	
	☐ Convictions only	
	☐ Juvenile records	
	☐ Arrests without disposition—over 1 year old	

	☐ Other
6.	What percentage of fingerprint-based noncriminal justice transactions are identified against arrest fingerprints?
	%
7.	Does the repository attempt to locate missing disposition information before responding to a fingerprint-based noncriminal justice inquiry?
	☐ Yes ☐ No
NA	AME-BASED SEARCHES
8.	How many name-based noncriminal justice background checks did your repository perform in 2018? $(a+b+c+d=e)$
	(a) Received via Internet
	(b) Received via mail
	(c) Received via telephone
	(d) Other
	(e) Total
IN	TERNET ACCESS
9.	Does your repository provide web-based noncriminal justice background checks to the public?
	☐ Yes ☐ No
10	. Are fees involved for Internet access for the general public (not including any registration or account fees)?
	☐ Yes, Fee \$ ☐ No
ΑI	DDITIONAL COMMENTS:

SECTION V: IN-STATE RAP BACK SERVICES

		This section completed by
N	ame	Title
A	gency	
Pł	none	Email
Da	ate complete	ed
		state currently provide an in-state <u>criminal justice</u> rap back service? <i>If no, skip</i>
		Yes □ No
2.		the purposes for which criminal justice agencies can be notified of a subsequent d/or record posting via your in-state criminal justice rap back service? (Check ply.)
		Error correction/record management update
		Investigative lead
		Sex offender
		Parolee
		Probationer
		Permit/privileged license revocation (i.e., CCW permit, gaming work card, etc.)
		Noncriminal justice purpose fingerprint search
		Other (describe)
3.		ow many in-state criminal justice rap back notifications were made to agencies al justice purposes?
4.	-	arrently participate in the FBI's Next Generation Identification (NGI) rap back r criminal justice purposes?
		Yes
		No
		Not currently, but my state has passed legislation to authorize participation

5.	Does your state currently provide an in-state <u>noncriminal justice</u> rap back service? <i>If no, skip to question</i> 8.				
	☐ Yes ☐ No				
6.	(a) Is your in-state noncriminal justice rap back service authorized by state law or administrative regulation? <i>If no, skip to question 7.</i>				
	☐ Yes ☐ No				
	(b) Does the state law or administrative regulation specify the purposes in which noncriminal justice agencies can be notified of a subsequent inquiry and/or record posting?				
	□ Yes □ No				
7.	Does your in-state noncriminal justice rap back service have a subscription validation process similar to that required for NGI rap back participation, as described in the NGI Rap Back Noncriminal Justice Policy and Implementation Guide?				
	☐ Yes, for all subscription populations				
	☐ Yes, for some subscription populations				
	□ No				
8.	What are the occupational groups in which noncriminal justice agencies can be notified of a subsequent record posting? (Check all that apply.)				
	☐ Individuals working with children				
	☐ Individuals working with the elderly				
	☐ Individuals providing healthcare				
	☐ Security guards				
	☐ Police, fire, public safety				
	☐ Other (describe)				
9.	In 2018, how many in-state noncriminal justice rap back notifications did your repository make to agencies for noncriminal justice purposes?				
10	. Does your in-state noncriminal justice rap back service impose a fee to enroll a subject's fingerprints for a prescribed period of time?				
	☐ Yes \$ ☐ No				
11	. Does your in-state noncriminal justice rap back service impose a fee for noncriminal justice rap back notifications?				
	☐ Yes \$ ☐ No				